



GAIL FARBER, Director

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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June 30, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

31 June 30, 2015


PATRICK OZAWA
ACTING EXECUTIVE OFFICER

**CONSTRUCTION-RELATED CONTRACTS
CONSULTANT SERVICES AGREEMENTS FOR AS-NEEDED
BUILDING AND SAFETY PLAN CHECK AND RELATED SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This action will award consultant services agreements for as-needed building and safety plan check and related services to meet potential demand from private construction and County capital projects.

IT IS RECOMMENDED THAT THE BOARD:

1. Award and authorize the Director of Public Works or her designee to execute consultant services agreements with Bureau Veritas North America; California Code Check; HR Green; JAS Pacific; JLee Engineering; and VCA Code for as-needed building and safety plan check and related services for a 5-year term with an aggregate not-to-exceed amount of \$17 million. The expiration of the consultant services agreements is subject to the following condition: where services for a given project have been authorized by the County but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of such services.
2. Delegate authority to the Director of Public Works or her designee to authorize unforeseen additional services and extend the contract expiration date as necessary to complete those services when the unforeseen additional services are directly related to the initial scope of work and are necessary for the completion of a given project.

3. Delegate authority to the Director of Public Works or her designee to supplement the initial aggregate not-to-exceed amount of \$17 million for any of the above-referenced six agreements by up to 10 percent per amendment. The total amount of such amendments to each agreement shall not exceed 25 percent of the original aggregate contract amount.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to enable the Department of Public Works to contract for as-needed building and safety plan check and related services to meet potential demand from private and County capital projects. The consultant services agreements will provide Public Works with the flexibility to augment staffing levels on an as-needed basis. This flexibility is needed to meet the intermittent demands for additional plan check and related services resulting from varying levels of construction activity due to economic forces and seasonal variations.

The selected consultants were determined to be best qualified to provide the as-needed services, each with their own particular strengths and staffing levels, and will provide Public Works with the most flexibility for matching our staffing needs with the firms' ability to provide services. The combined maximum amount of the consultant services agreements shall not exceed an aggregate total of \$17 million. Each agreement may be supplemented by up to 10 percent per amendment. The total amount of such amendments to each agreement shall not exceed 25 percent of \$17 million.

The term of the consultant services agreements will be 5 years, commencing on the date of full execution of the contract. The expiration date may be extended to allow for the completion of services which have been authorized but have not been completed prior to the stated expiration date.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness/Fiscal Sustainability (Goal 1) and Integrated Services Delivery (Goal 3). The recommended action meets these goals through the use of flexible staffing resource augmentation to enhance the delivery of services to the County's Building and Safety customers.

FISCAL IMPACT/FINANCING

Funding for these services is included in the Public Works General Fund and various Public Works Funds' Fiscal Year 2015-16 budgets. Funding for these services is fully offset by revenue. Funds to finance the remainder of the contract term will be requested through the annual budget process.

When the need arises for services under the agreements, financing the required service will be from the appropriate fund source. Total expenditures for these services will not exceed the amount approved by the Board.

The six as-needed consultant services agreements shall have an aggregate not-to-exceed amount of \$17 million for a 5-year term. Each agreement may be supplemented by up to 10 percent per amendment. The total amount of such amendments to each agreement shall not exceed 25 percent of \$17 million. The total authorized cost for the services under all six agreements shall not exceed \$17 million plus 25 percent of \$17 million.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for termination, renegotiation, and hiring of qualified displaced County employees will be included.

The consultant services agreements will contain terms and conditions supporting the Board's ordinances, policies, and programs including, but not limited to, County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

The consultant services agreements will include a Cost-of-Living adjustment provision in accordance with Policy No. 5.070 of the Board's Policy Manual.

ENVIRONMENTAL DOCUMENTATION

Approval of the recommended action is not a project pursuant to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378(b) of Title 14 of the California Code of Regulations (CEQA Guidelines). Approval of the consultant services agreements is an administrative activity of the government that will not result in direct or indirect changes to the environment.

CONTRACTING PROCESS

On February 11, 2015, Public Works issued a Request for Proposals (RFP). The RFP was posted on the "Doing Business with Us" website and the "Public Works Contract Opportunities" website.

A total of ten firms submitted proposals by the March 4, 2015, deadline. The RFP allowed firms to compete as prime consultants in one of three categories: small-, medium-, or large-size firms. Each firm was requested to certify its own size, based on number of personnel, for competition with other firms in the same size category. The RFP stated that up to a total of seven firms would be awarded contracts as follows: four small-size firms (with 25 or fewer personnel), two medium-size firms (with 26 to 75 personnel), and one large-size firm (with over 75 personnel). The RFP also contained language that reserved the County's right to increase or decrease the number of selected firms in any size category.

An evaluation committee comprised of staff from Public Works' Building and Safety and Operational Services Divisions evaluated the ten proposals (two small-size firms, three medium-size firms, and five large-size firms) received. The evaluation of the proposals was based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. Evaluations were completed without regard to race, creed, color, age, or gender.

Based on the review and evaluation of the proposals, the evaluation committee recommended to deviate from the number of firms stated in the RFP to be selected in the small-, medium-, and large-size categories. The evaluation committee recommended the following six firms as the best qualified to provide the requested services: small-size category (two firms) – JLee Engineering and VCA Code; medium-size category (two firms) – California Code Check and JAS Pacific; large-size category (two firms) – Bureau Veritas North America and HR Green. Public Works has determined that the firms' proposed rates for performing the services are reasonable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current County services during the performance of the recommended consultant services.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Building and Safety Division.

Respectfully submitted,

A handwritten signature in black ink that reads "Gail Farber". The signature is written in a cursive, flowing style.

GAIL FARBER

Director

GH:DH:II

c: Chief Executive Office (Rochelle Goff)
County Counsel
Executive Office